



**600.06 Roles and Functions of Community
Agencies and Contract Services**

Number Series: 600 - Corrections Division
Approved Date: May 28, 2018
Review Due Date: May 28, 2019

Sheriff's Approval: Digital
Review Frequency: Annually

600.06-1 Policy

A variety of services provided by community agencies, contract service purveyors and volunteers are used in maintaining required services and the well-being of inmates. The roles and functions of employees from other agencies and contract service purveyors providing a service to the Hendry County Sheriff's Office Corrections Division shall be defined and reviewed annually.

600.06-2 Roles and Functions

- I. The roles and functions of the community agencies and contract purveyors providing a service to the HCSO Corrections Division are as follows:
 - A. Alcoholics Anonymous (AA): Provides self-help counseling services for alcohol abusers.
 - B. Narcotics Anonymous (NA): Provides self-help counseling services for drug abusers.
 - C. Contract Commissary Service Provider: Provides commissary services for HCSO Jail facilities.
 - D. Health Care Service Provider: Provides medical health care services, counseling services, and therapy for inmates involved in drug and alcohol abuse and inmates with mental health problems.
 - E. Contract Food Service Provider: Provides food services for HCSO Correctional facility.
- II. Contract service provider and representatives from outside agencies and volunteers shall receive training in facility rules and regulations during facility orientation, and shall agree in writing to comply with same. The orientation shall include, but will not be limited to the following:
 - A. Security procedures
 - B. Hostage plan
 - C. Key and tool control
 - D. Interpersonal relationships
 - E. Report writing, as specified by job duties
 - F. Inmate rules and regulations
 - G. Fire plan
 - H. Evacuation plan
 - I. Escape plan

- J. Social and cultural lifestyles of the inmates
- K. Rights and responsibilities of inmates
- L. Sexual abuse/assault awareness, prevention, response, and reporting procedures
- M. Sexual abuse/assault confidentiality requirements
- N. Airborne/blood borne pathogens and biohazards

REFERENCES

State/Federal Regulations:

Florida Model Jail Standards

FCAC:

N/A

PREA:

N/A

Forms:

N/A

Other Policy/ Procedure References:

600.00 Table of Content